

CLINTON HILL
NEIGHBORHOOD COUNCIL



CONSTITUTION & BY - LAWS

CONSTITUTION

Clinton Hill Neighborhood Council
Newark 6 New Jersey

Approved with
revisions 6--11-50

The Clinton Hill Neighborhood Council is a non-partisan, representative, coordinating organization of the Clinton Hill area - the section of Newark bounded by Irvington on the west, Elizabeth Avenue on the east, Avon Avenue and Rose Terrace on the north, and Hawthorne Avenue on the south - and is affiliated with the Associated Community Councils of Newark.

I. Name.

The name of this organization shall be the Clinton Hill Neighborhood Council (hereinafter referred to as the Council.)

II. Aims and purposes.

1. To build a community spirit of cooperation and good will.
2. To advance the welfare of the community, including its housing, educational and recreational facilities.
3. To gather and spread information on Clinton Hill's resources.
4. To develop wholesome patterns among its youth.
5. To welcome new neighbors.
6. To assist with and coordinate activities among individuals and groups sharing its aims.

III. Membership.

A. Individual

1. Individual residents of Clinton Hill who agree with the aims and purposes of the Council may become members of the Council upon payment of dues set by the Council Assembly. If a street or block branch of the Council exists near their residence, they may affiliate with that branch and participate in its activities.
2. Persons whose occupation, business, or profession is centered in Clinton Hill, who agree with the aims and purposes of the

Council, may become members upon payment of dues set by the Council Assembly.

B. Institutional.

1. Institutions and organizations of a non-partisan nature, indigenous to Clinton Hill, who agree with the aims and purposes of the Council become members upon approval of the Council Assembly and payment of dues. They may be civic, religious, welfare, tenant, street, property owner, fraternal, business, or similar in nature.

IV. Block Branches.

1. Council members residing on a street within the defined Clinton Hill area, may form a branch of the Council.
 - a. If no branches exist on their blocks, members may attend meetings of block branches nearest to them.
2. Branches shall be represented at Council Assembly meetings by elected delegates.

V. Council Assembly.

1. There shall be a Council Assembly to include delegates from each block branch, from each member institution, and the Council's elected officers.
2. The Council Assembly shall decide Council policy.
3. The Council Assembly shall meet at least once every two months.
4. Special meetings may be called by the President or upon the request of five representative groups.

VI. Executive Committee.

1. There shall be an Executive Committee to include the elected officers and chairman of Council committees.
2. The Executive Committee shall carry out the policies of the Council Assembly.
3. The Executive Committee shall meet at least once a month.

VII. Officers.

1. Officers shall include a President, at least four Vice-Presidents, a Secretary and a Treasurer.
2. Officers shall be elected for two year terms, and no officer may serve more than two consecutive terms in the same office, except in the case of the Vice-President who may be elected as Vice-President with different responsibilities.
3. In the event of a vacancy in any elected office, the Council Assembly shall fill

the office for the unexpired term by a two-thirds vote.

4. No officer of this Council shall hold office while he is a candidate for a salaried public office or during the term of holding a salaried public office.
5. No officer or member of this Council shall receive any salary or compensation for Council activities.

VIII. Elections.

1. The elections shall be held every two years.
2. The President shall appoint, with the approval of the Council Assembly, a Nominating Committee as prescribed by the Council's By-Laws.
3. The slate shall be presented at the Biennial Meeting of the Council in January, where the election, open to all members, shall take place.
4. Additional nominations from the floor may be made at the Biennial Meeting.
5. Secret ballots shall be employed for voting.
6. Officers shall assume office upon election.

IX. Advisory Board.

There shall be an Advisory Board appointed by the Council Assembly composed of prominent members of the community.

X. Committees.

1. Standing Committees shall include Recreation, Block Meetings, Gaming, Block Building, Housing, Education, Welfare and Welfare, Budget and Finance, Health and Sanitation, Communications, Program, and Public Affairs.
2. Chairmen of committees shall be appointed by the President of the Council with the approval of the Executive Committee.
3. The Council Assembly may create Special Committees when it seems necessary, which shall be discharged upon completion of their duties.

XI. Dues.

Annual dues shall be payable as set by the Council Assembly.

XII. Disbursements and Budget.

1. Disbursements shall be made as authorized by the Council Assembly.
2. A Budget shall be approved by the Council Assembly.

XIII. Quorum.

1. Delegates representing one-third of the member groups shall constitute a quorum.

XIV. Procedure.

1. Meeting procedure shall follow the form set forth in a handbook of parliamentary procedure listed in the By-Laws.

XV. Amendments.

1. This Constitution may be amended by a majority vote of the Council Assembly at the meeting following presentation of the proposed amendment in accordance with procedure set forth in the By-Laws.

BY-LAWS

Approved
October 9, 1999

- I. Name. The name of this organization shall be the Winston Hill Neighborhood Council.

- II. Black Branches. 1. New Black branches shall be presented to the Council Assembly by the Black-Building Committee. Branches shall receive representation on Council committees and shall send two delegates to the Council Assembly. 2. Branches shall handle problems which concern their particular streets or blocks. 3. Branches shall refer to Council committees, officers, and the Assembly those problems which require overall Council assistance. The Council in turn may refer problems requiring city-wide support to the Associated Community Councils of Districts or similar non-partisan organizations. 4. Branches shall annually elect a chairman, vice-chairman, secretary and such other officers as they deem necessary. 5. Branches shall keep on file a copy of meeting records and correspondence.

- III. Council Assembly. 1. The Council Assembly sets Council policy. 2. The Assembly shall consist

of the elected Council-wide officers, and two delegates from each block branch and member institution. 3. The Assembly shall approve disbursements and an annual budget. 4. The Assembly shall annually elect a recorder from its members. 5. The Assembly shall declare and fill vacancies of elected officers.

- IV. Executive Committee. 1. The Executive Committee shall carry out Council policies. 2. The Executive Committee shall coordinate activities of Council committees. 3. The Executive Committee shall assist in planning the Council's program. 4. The Executive Committee shall annually elect a recorder from its members.

- V. Duties of Officers. 1. The President shall a) preside at meetings of the Council Assembly and Executive Committee; b) call these bodies together; c) be an ex officio member of all Council committees; d) upon recommendation of the committees, appoint their members; e) represent the Council at public functions. 2. The Vice-Presidents shall a) serve as liaisons to the standing committees and shall be responsible for their proper functioning; b) decide among themselves, within two months after election, which one of them shall preside in the President's absence. 3. The Secretary shall a) be responsible for maintaining contact with Council members; b) file records and handle correspondence. 4. The Treasurer shall a) authorize disbursements under \$25.00 with the approval of the President or one other designated officer; b) present an annual budget and regular financial reports to the Assembly. 5. A vacancy shall exist a) upon the resignation or death of an elected officer; b) upon removal of an officer for neglect of duty. 6) Removal procedure: written charges of neglect of duty shall be presented to the Assembly. The Assembly shall appoint a committee of three to investigate the charges. After the committee has reported back, the Assembly shall consider further action on the complaint. 7) Neglect of duty shall consist of failure to fulfill responsibilities as set forth in the Constitution and in these By-Laws; and/or failure to attend a total of five consecutive meetings of the Assembly and of the Executive Committee without good cause.

- VI. Election Procedure. 1. The President shall appoint a Nominating Committee of at least three

months before the Biennial Election meeting in January. 1. The Nominating Committee of seven members shall consist of no two persons from the same block branch or member institution. 2. The Nominating Committee shall be approved by the Council Assembly. 3. The Nominating Committee shall report at the December meeting of the Assembly. 4. All members shall be notified of the Committee's report at least one week before the Biennial Meeting. 5. Election shall be by a majority of those present and voting.

VII. Advisory Board. The Advisory Board shall advise the Council on community affairs.

VIII. Committee Responsibilities. 1. The Recreation Committee shall plan an adequate recreational program for Clinton Hill. 2. The Block Steering Committee shall provide an opportunity for officers from each block branch to meet together to arrange inter-block functions, furnish program assistance, and revitalize block branches. 3. The Block Building Committee shall organize new block branches and provide them with program and leadership guidance. 4. The Housing and Living Committee shall handle questions related to construction and maintenance of housing such as code enforcement, inspections, rentals, and new housing. 5. The Education Committee shall work to improve the standards of schooling in Clinton Hill public schools. 6. The Affairs and Welfare Committee shall welcome new families into Clinton Hill, provide information on community services, and organize emergency relief. 7. The Planning Committee shall maintain liaison with the City Planning Division and suggest plans for overall improvement of Clinton Hill. 8. The Budget and Finance Committee shall prepare an annual budget, oversee expenditures, raise funds, and assist in collecting dues. 9. The Health and Sanitation Committee shall handle violations of the health and sanitary codes, problems of street cleaning and garbage collection, and improve health conditions in Clinton Hill. 10. The Communications Committee shall issue Council leaflets, newsletters, publicize Council programs and purposes, help with block branch publicity, and distribute Council literature. 11. The Program Committee shall schedule general Council meetings and affairs and conduct the annual conference. 12. The Public Affairs Committee shall represent the Council at Municipal Council meetings, study pending legislation as it affects Clinton Hill, serve as liaison to the Associated

Community Councils, encourage citizens to register to vote and to participate in community life. 13. The Public Safety Committee shall serve as liaison with the Police Department on matters relating to traffic and nuisances, and with other agencies on public safety matters. 14. All block branches shall refer matters to the appropriate committee as determined by the Executive Committee.

IX. Dues. 1. Individual dues shall be \$1.00 annually. 2. Institutional dues shall be set by the Assembly. 3. Dues shall be payable on January 1st, but from November of each year dues shall be credited to the year following.

X. Amendments. 1. Members shall submit in writing to the Secretary any amendment at least 5 days before an Assembly meeting. 2. The proposed amendment shall be introduced at the next Assembly meeting and voted on by majority vote at the Assembly meeting following its presentation.

XI. Procedure. 1. Democratic group procedure shall be used in meetings. 2. In event of tie-vote, a simple majority vote shall decide, unless otherwise stated.